

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

**TOPIC:** Centralized Reprographics Procurement

**ITEM NO.:** 13F

**PREPARED BY:** Patty Sullivan  
Director of Budget and Grants

**MEETING:** November 15, 2005  
**ACTION DATE:** December 13, 2005

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Research Analyst

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the Stafford County School Board approve and award to RICOH Business Systems on December 13, 2005, a contract for the Centralization of Reprographics Procurement.

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### KEY POINTS:

- Research was done to ascertain current copier contracts in the Administrative Complex and individual schools. A majority of the copier contracts in the Administrative Complex as well as the schools have expired and have reverted to month-to-month contracts.
- Consolidating reprographics procurement was determined to be beneficial due to economies of scale. In addition, principals would no longer have to concern themselves with copier procurement.
- Establishing a Copy Center in the Central Office, or at an alternative site (such as the Maintenance Complex), to assist in eliminating the need to outsource copying requirements was assessed. With a Copy Center, large volume copy jobs could be completed in the Copy Center.
- The Request for Proposal was issued in June 2005 (RFP #615054) and ten responses were received.
- A reprographics advisory committee was established.
- Initial written proposals were reviewed and three companies were asked to evaluate their copy machine's compatibility with the technology department.
- Based on input from the advisory committee, and with an endorsement from technology, RICOH Business Systems was asked to provide a test copier in the Finance Department. The testing period began on October 12, 2005 and was set up as a network printer as well. Over 40,000 copies have been printed on this machine and all appraisals have been positive.

- There are currently 16 elementary schools, six middle schools, and five high schools in the system. The latest known contract in the schools expires in September 2009; however, as stated above, a majority of the contracts have already expired.
- An analysis and implementation plan will be written to provide copiers in the Administrative Complex, the "outside" locations such as Gari Melchers, Transportation/Fleet Services, and the Support Complex, and each school. Current expiration dates to phase in new equipment will be utilized. This analysis will begin in the order as listed above. The plan will be conducted by RICOH and a final analysis made by the Finance Department to determine cost savings.
- It is suggested that Phase I begin in the Administrative Complex to include the Central Office, Professional Development Center (PDC), and Special Education. Phase II will include one high school, one middle school, and two elementary schools. Phase III will include the outside locations and Phase IV will include the remaining schools as contracts expire.
- The Finance Department will work diligently with each location to assure current levels of service and support are maintained. The implementation process will be methodical with full implementation occurring over the next three years. As the plan advances and additional locations are networked to the Copy Center, the need for a Reprographics Technician will be ascertained.
- The establishment of a Copy Center for large volume copy jobs will be augmented with Duplo and walk-up copiers in the schools.
- The overall goal is to reduce the copying workload on teachers and administrative staff members by incorporating the available technology into our current practices through networking.

**SCHOOL BOARD GOAL #2:** Integrate technology in support of all instruction.

**SCHOOL BOARD GOAL #5:** Provide facilities that promote student learning and community support.

**FUNDING SOURCE:** School Operating Funds

**AUTHORIZATION REFERENCE:** N/A